



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Fish Aggregating Devices (FADs)</b>
<b>Nature of the services</b>	Socio-economic impact assessment of anchored Fish Aggregating Devices (aFADs)
<b>Location:</b>	Pohnpei, Federated States of Micronesia
<b>Date of issue:</b>	28/03/2024
<b>Closing Date:</b>	12/04/2024
<b>SPC Reference:</b>	24-6369

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## Part 1: INTRODUCTION

### 1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

### 1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: [procurement@spc.int](mailto:procurement@spc.int).

### 1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFQ process.

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to [carolinag@spc.int](mailto:carolinag@spc.int) and [procurement@spc.int](mailto:procurement@spc.int) and with the subject line of your email as follows: **Submission RFQ24-6369**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed;
- Resume(s) of proposed consultant(s);
- Technical Proposal Submission Form;
- Financial Proposal Submission Form.

Your submission must be clear, concise and complete and should only include a quotation and information that is necessary to respond effectively to this RFQ. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Bids will be evaluated on the basis of information received by **4 pm Noumea time on 12/04/2024**.

### 2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4: PROPOSAL EVALUATION MATRIX](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

### 2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Carolina GARCIA IMHOF and SPC Procurement will be your primary points of contact for this RFQ and can be contacted at [carolinag@spc.int](mailto:carolinag@spc.int) and [procurment@spc.int](mailto:procurment@spc.int). You should copy any communications into [rfq@spc.int](mailto:rfq@spc.int).

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

### 2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFQ sent to potential vendors	28/03/2024
RFQ Closing Date	12/04/2024
Award of Contract	26/04/2024
Commencement of Contract	3/05/2024
Conclusion of Contract	6/12/2024

## 2.6 Legal and compliance

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

**Conflict of interest:** Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](#) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

**Currency, validity, duties, taxes:** Unless specifically otherwise requested, all proposals should be in USD and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

**No offer of contract or invitation to contract:** This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

**Privacy:** The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**Warranty, representation, assurance, undertaking:** The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

## 2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to [complaints@spc.int](mailto:complaints@spc.int). The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

## Part 3: TERMS OF REFERENCE

### A. Background / Context

Fish Aggregating Devices (FADs) are specialized floating structures used in the fishing sector. These devices are designed to attract various species of fish, such as tuna and other pelagic species in the open ocean or inside lagoons. In the Pacific Island region, anchored FADs have been widely used to enhance livelihoods and presumably to alleviate pressure on reef species. They can help local communities access valuable pelagic species that are usually found scattered or further offshore, providing access to higher-valued fish. They can also potentially reduce pressure on more vulnerable coral reef species. Anchored FADs are also believed to offer a reliable and consistent source of fish, which improves food security and provides economic opportunities for coastal communities through increased catch yields. Furthermore, they should reduce the necessity for long, energy-consuming trips to find pelagic fish randomly, resulting in cost savings. All these advantages can however vary from place to place, and need to be quantified to evaluate the impacts that anchored FADs have on local communities and the different ecosystems.

The installation and maintenance of anchored FADs is costly, so the assessment of economic and socio-economic benefits is crucial to assess whether the cost-benefit balance is positive. Additionally, such assessments can identify potential drawbacks, such as inequitable distribution of benefits or unintended consequences on local communities. By carefully evaluating the effects of established anchored FADs, stakeholders can make informed decisions to maximize the advantages while minimizing the disadvantages, ultimately contributing to the sustainable management of coastal fisheries in the Pacific Island region. Such cost-benefit analysis is also crucial to establish long-term and sustainable anchored FADs plans, including trained staff for maintenance and monitoring of performance.

Pohnpei (Federated States of Micronesia-FSM) has installed three oceanic anchored FADs for generalised community use and is planning to install three more in the near future. Additionally, there are eight lagoon FADs that support fishers with small vessels in specific municipalities.

### B. Purpose, objectives, scope of services

#### **Purpose:**

The purpose of this consultancy is to engage a qualified and experienced contractor to provide comprehensive support in designing, implementing, and analysing a socio-economic impact assessment of anchored Fish Aggregating Devices (aFADs) in Pohnpei, FSM. This assessment is critical for informed decision-making and policy development in the fisheries sector of FSM. The contractor will play a pivotal role in ensuring the successful execution of this project.

The work will include:

- The contractor will help develop a survey tool and a sampling strategy for the assessment of the socio-economic impact of aFADs in Pohnpei, to include communities with no aFADs, communities that have had aFADs for different periods of time, communities with access to lagoon FADs, and communities that had aFADs and lost them. The sample should also aim to cover the diversity of communities in Pohnpei: smaller and larger populations; communities with easy access to markets and those without; more rural and more urban communities; communities with different levels of isolation. Existing tools will be shared with the contractor, to facilitate survey design.

- The contractor will recruit enumerators, train them on the delivery of the aFAD survey, and supervise/support enumerators in the field. This includes equipping them with the necessary knowledge and tools to carry out their duties effectively, and explaining the use of paper-based and/or electronic devices. SPC can provide support in the use of Survey Solutions, if the contractor doesn't already use an electronic survey tool. SPC can also provide training materials from other locations.
- The contractor will oversee the management and acquittal of field work funds, ensuring that financial resources are allocated efficiently and transparently for field activities.
- The contractor will provide a final report with methods, preliminary results and recommendations.

**Location:** The work will take place on Pohnpei, FSM. Ideally, the contractor should be there, to ensure proximity to the project site. Additionally, the contractor must provide its own reliable internet connection for effective coordination with the SPC FAME Noumea team. The contractor is also expected to cover operating costs.

The contractor is expected to work in close collaboration with FSM authorities (OFA, NORMA, etc) and the Pacific Community (SPC) Fisheries, Aquaculture and Marine Ecosystems (FAME) division, including staff located in Pohnpei, and the Micronesia Regional Office when relevant. Effective communication and cooperation with these partners are essential for the success of the project.

The project is scheduled to commence during the first half of 2024 and should be completed by the end of 2024 with consideration of seasonal differences in access and catches. Timely execution of the project is essential to meet reporting deadlines to the donor and to ensure the availability of partners and collaborators involved in the project.

### C. Timelines

The contractor must submit a timeline proposal to fit the limitations of the funding project (to be finalised by the end of November 2024).

### D. Reporting and contracting arrangements

**Institutional Arrangement:** The contractor will work under the direct supervision of the Coastal Fisheries and Aquaculture Social Scientist, with support from the Economic Specialist, Senior Fisheries Scientist (Fish Aggregation Devices) and the FADs and Sea Safety Focal Officer (Pohnpei) at SPC's Fisheries Aquaculture and Marine Ecosystems division (FAME).

**Deliverables:** As outlined in the scope of services, the contractor will produce the following key deliverables:

- Inception report, including timeline of deliverables and proposed methods.
- A well-designed survey tool tailored to the assessment's objectives.
- Training materials for enumerators and list of participants.
- Datasets containing raw data collected during the assessment (excel sheets).
- In collaboration with SPC and FSM authorities, prepare final report summarizing the assessment methods, key findings and recommendations including:
  - Introduction
  - Materials and methods

- Results and discussion
- Recommendations
- References

## E. Skills and qualifications

The successful consultant will have the following qualifications, skills and experience:

- Education
  - Bachelor’s or master’s degree in social, economic, environmental, statistics or related fields.
- Skills and experience
  - At least 5 years’ experience in the field of socio-economic studies, preferably related to marine resources.
  - Proven experience training enumerators and other stakeholders in the use of socio-economic tools.
  - Demonstrated experience analysing quantitative data, summarising key results and proposing evidence-based recommendations.
  - Demonstrated experience using field tools, preferably app-based, such as Kobo toolbox, Survey Solutions or similar.
  - Knowledge of Pohnpei and the Pacific region.
  - Ability to communicate in English and relevant local languages.

## F. Scope of Bid Price and Schedule of Payments

Lump sum payments will be made on achievement of deliverables, following acceptance by SPC.

Terms of payment will be in accordance with the provisions of Article 10 of the SPC General Terms and Conditions of Contract.

The payment term of 30 (thirty) days runs from the day the invoice is accepted by SPC, after successful completion of the related milestone.

Milestones / Deliverables	Deadline
Inception report, including proposed timeline of services and methods	Within two weeks of contract signature
Survey tool	Within one month of contract signature
Training materials and list(s) of participants	Within six weeks of contract signature
Clean dataset and final report validated by SPC	November 2024 at the latest



## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
Conflict-of-Interest Declaration Resume(s) of proposed consultant(s) Technical Proposal Submission Form Financial Proposal Submission Form		<b>Mandatory requirements</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b><u>Education</u></b>		
<b>Technical requirement 1:</b> Bachelor's or master's degree in social, economic, environmental, statistics or related fields	10%	70
<b><u>Skills and experience</u></b>		
<b>Technical requirement 2:</b> At least 5 years' experience in the field of socio-economic studies, preferably related to marine resources	20%	140
<b>Technical requirement 3:</b> Proven experience training enumerators and other stakeholders in the use of socio-economic tools	10%	70
<b>Technical requirement 4:</b> Demonstrated experience analysing quantitative data, summarising key results and proposing evidence-based recommendations	10%	70
<b>Technical requirement 5:</b> Demonstrated experience using field tools, preferably app-based, such as Kobo toolbox, Survey Solutions or similar	20%	140
<b>Technical requirement 6:</b> Knowledge of Pohnpei and the Pacific region	20%	140
<b>Technical requirement 7:</b> Ability to communicate in English and relevant local languages	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 1: TECHNICAL PROPOSAL SUBMISSION FORM

#### INSTRUCTIONS TO BIDDERS

Please fill the table below and provide supporting documentation as required. Please provide the resume of the proposed consultant(s) and any other supporting documentation that will help the submission.

The following form is given as an indication, the bidder may submit its technical proposal to SPC in another format, if it complies with the instructions detailed in this RFP and contains the information requested below.

Technical Requirements	
<b>References and Experience</b>	
<b>Details for three references:</b>	
1. Client's name: <i>[insert name of client 1]</i>	
Contact name:	<i>[insert name of contact]</i>
Contact details:	<i>[insert contact details]</i>
Value contract:	<i>[insert value of contract]</i>
2. Client's name: <i>[insert name of client 2]</i>	
Contact name:	<i>[insert name of contact]</i>
Contact details:	<i>[insert contact details]</i>
Value contract:	<i>[insert value of contract]</i>
3. Client's name: <i>[insert name of client 3]</i>	
Contact name:	<i>[insert name of contact]</i>
Contact details:	<i>[insert contact details]</i>
Value contract:	<i>[insert value of contract]</i>
<b>Details about the contractor's experience:</b>	
Contractors' experience:	<i>[insert details about contractors' experience]</i>

Evaluation criteria	Response by Bidder
<b>1. Education / Qualifications</b>	
Bachelor's or master's degree in social, economic, environmental, statistics or related fields.	[Bidder's answer]
<b>2. Experience – Socio-economic studies</b>	
At least 5 years' proven experience in the field of socio-economic studies, preferably related to marine resources.	[Bidder's answer]
<b>3. Experience – Socio-economic tools training</b>	
Proven experience training enumerators and other stakeholders in the use of socio-economic tools.	[Bidder's answer]
<b>4. Experience – Data analysis</b>	
Demonstrated experience analysing quantitative data, summarising key results and proposing evidence-based recommendations.	[Bidder's answer]
<b>5. Experience – Field tools</b>	
Demonstrated experience using field tools, preferably app-based, such as Kobo toolbox, Survey Solutions or similar.	[Bidder's answer]
<b>6. Knowledge – Pacific region and Pohnpei</b>	
Knowledge of Pohnpei and the Pacific region.	[Bidder's answer]
<b>7. Skills – Communication</b>	
Ability to communicate in English and relevant local languages.	[Bidder's answer]

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 2: FINANCIAL PROPOSAL SUBMISSION FORM

### INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP and in particular:

**The Financial Proposal Submission Form must be stamped & signed and protected by a password.**

## BIDDER'S FINANCIAL PROPOSAL – SERVICES

Socio-economic impact assessment of anchored Fish Aggregating Devices				
Milestones / Deliverables	Unit	Unit Price USD	Total Quantity	Total Amount USD
<b>Inception Report</b> Inception report, including proposed timeline of services and methods	Lump Sum	[unit price]	[quantity]	[total amount]
<b>Survey Tool</b> Survey tool tailored to the assessment's objectives	Lump Sum	[unit price]	[quantity]	[total amount]
<b>Training Materials</b> Training materials and list(s) of participants	Lump Sum	[unit price]	[quantity]	[total amount]
<b>Final Report</b> Clean dataset and final report validated by SPC	Lump Sum	[unit price]	[quantity]	[total amount]
<b>Total</b>				[total amount]

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal as to its correctness and completeness, taking into account all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

**For the Bidder:** [insert name of the company]

Signature:

Name of the representative: [insert name of the representative]

Title: [insert Title of the representative]

Date: [Click or tap to enter a date]